



STARK COUNTY METROPOLITAN SEWER DISTRICT

JAMES F. TROIKE, P.E. SANITARY ENGINEER

Board of Commissioners

Janet Weir Creighton
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-MEMO-

DATE: February 18, 2016

TO: Dawn Brumbaugh, Job and Family Services
Jon Barber, Dog Warden
John Runion, Records Center
Lee Henderson, Facilities Manager
Angela Cavanaugh, Chief Building Inspector
Mike Kimble, Human Resources
Tim Warstler, Emergency Management

FROM: Danielle Seese, Department Administrator

SUBJECT: JOB VACANCY – LINE MAINTENANCE SUPERVISOR

Enclosed is a vacancy announcement for the position of Line Maintenance Supervisor for the Stark County Sanitary Engineer's Office. Please post for all employees to review.

Interested candidates should submit a letter of interest and their current resume no later than Friday, March 25, 2016 by 4:30 p.m. to the attention of:

Danielle Seese, Department Administrator
Stark County Sanitary Engineer's Office
1701 Mahoning Road N.E.
P.O. Box 9972
Canton, Ohio 44711-0972

(PLEASE, NO PHONE CALLS.)

c: file

STARK COUNTY SANITARY ENGINEERING DEPARTMENT

—VACANCY ANNOUNCEMENT—

JOB TITLE: LINE MAINTENANCE SUPERVISOR

SALARY RANGE: \$25.00 - \$27.00 per hour

JOB RESPONSIBILITIES: Under general direction of the Sanitary Engineer and specific direction of the Assistant Sanitary Engineer, directs, supervises and assigns work to Line Maintenance staff. Inspects work in progress and as completed, and ensures compliance with established standards, procedures and specifications. Remains on job sites monitoring work proceeds as planned, to ensure quality work and compliance with engineering plans and specifications. Discusses and attempts to resolve work related problems with Department staff. Supervises activities of Line Maintenance crew. Develops and manages work schedules and delegates and monitors assignments to ensure proper completion. Advises on proper operations and procedures and ensures conformance to safety standards. Meets with line maintenance staff daily to discuss assignments, problems, issues. Trains new employees. Receives and attempts to adjust grievances; recommends hiring, promotion, suspension and other discipline of employees. Prepares and submits various reports and records. Plans projects in accordance with department needs. Provides recommendation and assists as necessary for the purchase of tools, parts, material, and equipment as appropriate to the division. Reviews the maintenance of assigned vehicles and equipment and coordinates with staff and supervisors. Provides facilities repair and maintenance assistance to other divisions as needed. Coordinates work with other division management, supervision, and contractors. Responds to complaints by residents, calls on residents to inform them of work projects and possible inconveniences. Performs other related duties as required.

QUALIFICATIONS: Completion of high school or GED. Demonstrated experience in sewer/water, pipeline and manhole construction, equipment operation, crew supervision, and inspection experience, or equivalent. Possession of a valid Ohio motor vehicle operator's license.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO PERFORM DUTIES: Knowledge of supervision; methods and procedures used in sanitary sewer maintenance and repair operations; tools, equipment, and materials used in sanitary/water excavation, maintenance and repair; sanitary sewer and water standards and specifications; safety practices, equipment and procedures. Ability to recognize training needs and train others; communicate effectively in verbal or written form; develop and maintain positive working relationships with associates, supervisors and general public; basic computer skills including e-mail, word processing, and spreadsheet applications. Ability to read and interpret specifications, standards, and/or drawings; gain access to work sites; evaluate cost/benefit factors; prepare accurate records and reports; and operate sanitary maintenance equipment.

Interested candidates may apply by submitting a letter of interest and current resume' (including salary history, failure to provide salary history will disqualify candidate) to:

Danielle Seese, Department Administrator
Stark County Sanitary Engineering Department
P.O. Box 9972
Canton, OH 44711-0972
Office Location: 1701 Mahoning Rd. N.E., Canton, Ohio 44705

**All letters of interest and applications must be received
by 4:00 p.m., Friday, March 25, 2016**

No phone calls, please.

AN EQUAL OPPORTUNITY EMPLOYER